

HOW DO I...



SBS
www.statebasedsystems.com

USE LOOKUP?

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The new **Lookup** tool makes accessing licensee, company and course information easy by combining all needed functionality into one easy-to-navigate screen.

The screenshot shows the NAIC State Based Systems website. The header includes the NAIC logo and navigation links: Home, Software Services, About Us, News, Contact Us, and Help. The main content area features a large banner with the text "Your Insurance Regulatory Toolset" and a blue sidebar on the right. The sidebar contains three numbered steps: Step 1: "Select your jurisdiction:" with a dropdown menu labeled "Select One"; Step 2: "State Services" with a dropdown menu; and Step 3: "State Services" with a dropdown menu and the text "Select a jurisdiction to see a full list of its available services." Below the banner, there are three columns of content: "Important Announcements" with a link to check for state transitions; "Now available in new version of SBS:" with links to "LICENSE MANAGER" and "LOOKUP" (circled with a 2); and "State Services" with a dropdown menu. The footer includes the NAIC logo, contact information for the Central Office, Executive Office, and Capital Markets & Investment Analysis Office, the address (1100 Walnut Street, Suite 1500, Kansas City, MO 64106-2197), and the Service Desk contact details (816) 783-8500, 8 a.m. to 4 p.m. (CT), Monday - Friday.

From the NEW www.StateBasedSystems.com, users can access Lookup by 1 of 3 different pathways:

- 1 Select your jurisdiction from the jurisdiction dropdown under Step 1 in order to view a selection of your jurisdiction's services under Step 2. Click [Lookup](#). Users can also access Lookup by clicking [View All Tools](#) to view all available services.
- 2 Click the [Lookup](#) link under the "Now available in new version of SBS" section.
- 3 Select your jurisdiction from the dropdown in the State Services section to view your jurisdiction's available services.

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Lookup: Once you reach the Lookup tool, select a jurisdiction and search type (Licensee, Company, Course). The field options change depending on what type of search you are performing. Populate as many fields as you can to retrieve your results quicker, but note that not all fields are required.

NAIC National Association of Insurance Commissioners
State Based Systems - Alabama

How Do I? Lookup Search

Jurisdiction REQUIRED
Alabama

Search Type REQUIRED
Licensee
Company
Course

Search Reset

How Do I? Lookup Search

Jurisdiction REQUIRED
Alabama

Search Type REQUIRED
Company

Company Name

NAIC CoCode

Company Type

Company Number

FEIN

Old Company Name

NAIC Group Number

Company Status

Line of Business

I agree to the NAIC's [Terms and Conditions](#)

Search Reset

Company Lookup

Use the SBS Lookup tool to search for **company** information by using any of the following criteria:

- Company Name
- NAIC CoCode
- Company Type
- Company Number
- FEIN
- Old Company Name
- NAIC Group Number
- Company Status
- Line of Business

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The screenshot shows the 'Lookup Search' interface. The 'Jurisdiction' dropdown is set to 'Alabama'. The 'Search Type' dropdown is set to 'Licensee' and is circled in red. Other fields include 'Entity Type' (Individual), 'License Type', 'Last Name', 'First Name', 'Middle Name', 'License Number', and 'NPN'. There is a checkbox for 'I agree to the NAIC's Terms and Conditions' and 'Search' and 'Reset' buttons.

Licensee Lookup

Use the SBS Lookup tool to search for **licensee** information by using any of the following criteria:

- Entity Type (Required)
- License Type
- Last Name
- First Name
- Middle Name
- License Number
- NPN

Refine your search further with the following advanced search criteria:

- Resident License
- License Status
- Line of Authority
- FEIN
- DBA Last Name
- Business City
- Business State/Providence
- Business Zipcode
- Mailing Country

Course Lookup

Use the SBS Lookup tool to search for **course** information by using any of the following criteria:

- Provider Name
- Education Type
- Course Method
- Course Group
- Offering Start Date
- Offering End Date
- Offering City
- Offering State
- Offering Zip
- Provider Number
- Course Number
- Course Name

The screenshot shows the 'Lookup Search' interface. The 'Jurisdiction' dropdown is set to 'Alabama'. The 'Search Type' dropdown is set to 'Course' and is circled in red. Other fields include 'Provider Name', 'Education Type', 'Course Method', 'Course Group', 'Offering Location Criteria' (Offering Start Date, Offering End Date, Offering City, Offering State, Offering Zip), 'Provider Number', 'Course Number', and 'Course Name'. There is a checkbox for 'I agree to the NAIC's Terms and Conditions' and 'Search' and 'Reset' buttons.